

**SCITUATE CONSERVATION COMMISSION
POLICY ON RECEIPT OF INFORMATION:
Effective 10-16-03**

1. All filings/applications must be complete and in the Commission office no less than by noon two weeks prior to the requested meeting to facilitate the placement of the legal ad and to allow timely review by Town departments in advance of the hearing. Incomplete applications may not be scheduled for the requested date.
2. All documents, including plans must be 8-1/2 x 11" in size or folded to that dimension. Notice of Intent's shall not be spiral bound.
3. Hearing dates given by phone in anticipation of a completed filing will be held for **24 hours only**, after which they will be made available to the next applicant.
4. Requests for additional information may be made by the members or their agent. Such requests, if not made at the public hearing, will be communicated to the applicant or their representative listed on the filing as promptly as possible.
5. Additional information submitted to fulfill the request(s) in #3 above must be received by the Commission in advance of the continued hearing to allow review by department staff. Minor revisions (relocation of a driveway farther from a resource area, providing a planting list, etc.) must be in hand by the Monday noon (a minimum of 7 days) prior to the meeting. Major revisions (those resulting in additional impact to resource areas or requiring engineering review such as drainage systems or compensatory storage calculations) must be received by noon (a minimum of 14 days) prior to the meeting. The determination as to whether a revision is minor or major will be made by the Commission or its Agent. **Revisions arriving after these deadlines may not receive a review, thereby resulting in a continuance to the next available meeting.**
4. Please note that all additional information submitted to the Conservation Commission, must also be sent to the DEP - Southeast Regional Office in Lakeville.

The Commission is committed to a thorough and timely review of each project and will make every effort to ensure that the hearing process is completed with due diligence. We seek the cooperation of applicants and their professional consultants in achieving our goal.

Dated: 10/16/03
Conservation Agent